

**BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING
25 May 2023 - 6.30pm**

Present: Peter Mulcahy, Michael Corbett, Jo Hewitt, Stanley Zhang, Jacky Carr, Jin Feng
Nicola Gamble, Tanya Sheppard, Sue Moscrip

Apologies: Mark McDonald, Jen Iverson, Liz Hammelburg,

BOT Board No Conflict of Interest was revealed.

Confirmation of previous minutes

Moved: Jin

Seconded: Michael **Carried**

Matters Arising:

Cyclical Maintenance – Under review.

Parent Survey – After collaborating with Jo Robson and reviewing the survey responses, it was decided that more depth will be required to continue with the next steps. Feedback from a variety of focus groups will be needed before any actions can be decided upon.

Health Consultation – Nest Consulting's education programmes are looking like a great option to use as a provider of informative puberty education at Browns Bay School. Preparation including tailoring a programme specific to BBS, timetabling and costs etc should take place in Term 4 with the aim to launch the programme in 2024.

Correspondence: Correspondence tabled.

REPORTS

ANNUAL REPORT

Schools are required to present four copies of the Annual Report to the Ministry of Education once the audited accounts have been received by the school. This is to be done by 31 May. We did not have the correct annual accounts at the time of this meeting, so Peter asked the BOT to approve a motion.

Peter moved that the BOT approve the Chairperson and Principal accepting the Annual Accounts on behalf of the Board, if they are satisfied with them, to enable the accounts to be presented to MOE in a timely manner (i.e., on or before May 31)

Seconded: Nicola **Carried**

FINANCIAL:

Peter presented the April accounts.

Peter moved the adoption of the April 2023 accounts.

Seconded: Nicola **Carried**

PRINCIPALS:

Uniform Price Increase - Argyle have advised inflationary pressures have impacted on their business and they are facing increasing costs across all aspects of their business therefore they will be increasing their prices. The new prices will apply to all new and existing wholesale orders placed after, or for delivery after, the 1st July 2023. ArgyleOnLine prices will be updated on 1 July 2023. Argyle did explain that the increased costs could be offset by reducing the school's rebate, if the school reduced the rebate accordingly there would be no increase on the prices.

Peter moved that the increased cost of uniforms is accepted and that the increased cost is offset by the Board reducing the rebate.

Seconded: Jin **Carried**

PM

PM

SLT

Teacher Only Day - Following consultation in mid-March 2023 with the Sector Advisory Group supporting teacher-only days, the time-period for the second day in 2023 has been set for Term 4 between 13 November – 24 November 2023

Peter moved that the Board approves the TOD of Monday 13 November to be in line with the MidBays Kahui Ako

Seconded: Stanley Carried

The Principal's Report was taken as read.

Peter moved his report.

Seconded: Stanley Carried

PROPERTY REPORT

Peter overviewed the property report commenting on the 5 Year Plan, the MOE Classroom (Roll Growth Project), school financed projects, SNUP, the Court Upgrade, the Access Property dispute and insurance claim updates.

Peter moved the Property Report

Seconded: Jin Carried

HEALTH AND SAFETY REPORT

The Health and Safety Report was taken as read.

Peter moved the Health and Safety Report

Seconded: Tanya Carried

GENERAL BUSINESS:

BOT April/May Hours – Recorded

2023 PAT Achievement Report – Peter summarised the report and explained the benefits the results provide for teachers and the school.

School Docs Term 2 – Jin highlighted to the board that this term's scheduled review is of the EOTC section. Jin called for a volunteer to view the scheduled review updates and review the actions. Michael volunteered for these latest actions and the SLT will also complete their requirements.

2024 School Dates – Peter presented the 2024 School Dates, explaining that they are set in collaboration with our Kahui Ako. The MOE has given permission for two Teacher Only Days to support the NZ Curriculum Refresh in 2024. These days are not confirmed until the end of 2023.

Peter moved the 2024 School Dates

Seconded: Tanya Carried

Board Training – Jin promoted training to the board, reminding them that NZSTA (New Zealand School Trustees Association) provide courses to assist with leading and strengthening school governance. Jin mentioned that the courses can fill up quickly, so it pays to register early for live learning events and when enrolling for online courses.

Meeting closed at 8.35pm

In Committee at 8.45pm

The Board went In-committee to discuss Personnel and Leave Applications.

Exclusion of the Public: Local Government Official Information and Meetings Act 1987

The Board resolved that the public be excluded from that part of the proceedings of this meeting but agreed that the appropriate processes would be adhered to and followed.

The grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 ("The Act") for the passing of this resolution is that the public conduct the relevant part of the proceedings of the meeting would be

*MC
SLT*

*All
Board*

likely to result in the disclosure of information for which good reasons for withholding it exist, namely to protect the privacy of the person for whom it concerns (Section 7 (2) (a) of the Act).

Out of Committee: 9.15pm

Meeting Closed: 9.15pm

Next Meeting: Thursday 22 June 2023 – 6.30pm